STATE SERVICE SCREENS
Civil Service/Exempt

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	**ACTION CODE**	**LB ID**	**LV PRD**	**SCREEN NAME/ FUNCTION**	**ACTION CODE**	**LB ID**	**LV PRD**
SS TRANSACTION ENTRY Update State Service transactions.	**S50**	**N/A**	**X**	SS HISTORY SUMMARY INQUIRY Displays the history of state service activity & balances.	**S14**	**N/A**	*
SS VOID TRANSACTION ENTRY Void previously posted state service transactions.	**S52**	**N/A**	*	SS TRANSACTION HISTORY INQUIRY Displays State Service transaction description history.	**S16**	**N/A**	*
* If blank, all history will display beginning with oldest leave period. **X** Required.							

MISCELLANEOUS SCREENS
Civil Service/Exempt

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	**ACTION CODE**	**LB ID**	**LV PRD**	**SCREEN NAME/ FUNCTION**	**ACTION CODE**	**LB ID**	**LV PRD**
LV SYSTEM ELIGIBILITY MAINT Designate eligibility: LSE - Leave System Eligible NLSE - Not Leave System Eligible	**P62**	**N/A**	**N/A**	EMPLOYEE POSITION HISTORY INQUIRY Lists all EPH records.	**P18**	**N/A**	**N/A**
LB NON-ACCRUAL MAINT ● Used to designate non-work status for 9/12, 10/12 and 11/12 employees. ● Identifies Non-Payroll Status for 340/341 PAR transactions. ● Identifies non-accrual months for temporary separations.	**P64**	**N/A**	**N/A**				

LEAVE BENEFIT SCREENS
Civil Service/Exempt

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	**ACTION CODE**	**LB ID**	**LV PRD**	**SCREEN NAME/ FUNCTION**	**ACTION CODE**	**LB ID**	**LV PRD**
LB TRANSACTION ENTRY Post leave benefit transactions.	**B50**	**X**	**X**	LB INQUIRY[1] Displays <u>current</u> information for state service and leave benefit balances.	**B10**	**N/A**	**N/A**
LB VOID TRANSACTION ENTRY Void previously posted transactions for the leave benefit.	**B52**	**X**	*	LB DETAIL INQUIRY Displays <u>current</u> information for one benefit including: * Establishment Period * Accrual Rate * Balance	**B12**	**X**	**N/A**
LB ADD Establish accrued type benefits that are new for the employee.	**B66**	**X**	**N/A**	LB HISTORY SUMMARY Displays the balance, use, credit & miscellaneous transfer history of the requested leave benefit.	**B14**	**X**	*
LB ESTABLISHMENT PRD MAINT Add, modify, or delete establishment periods for an accrued benefit.	**B68**	**X**	**N/A**	LB TRANSACTION HISTORY INQUIRY Displays the transaction description history of the requested leave benefit.	**B16**	**X**	*
WAITING PERIOD MAINT Add, modify or delete a waiting period for an accrued benefit.	**B74**	**X**	**N/A**	LB CHARACTERISTICS HISTORY INQUIRY History of Establishment Periods, Waiting Periods, Non-Standard Rates, and Vacation 10 month for one benefit.	**B18**	**X**	**N/A**
NON-STANDARD RATE MAINT Add, modify, or delete a Non-Standard Rate for an accrued benefit.	**B70**	**X**	**N/A**	LB LIST Displays all leave benefits established or created on the CLAS during the previous 5 years plus the current year.	**B20**	**N/A**	**N/A**
VAC 10-MONTH MAINT Add, modify, or delete the Vacation 10 Month. (Department of Education Only)	**B76**	**X**	**N/A**				

* If blank, all history will display beginning with oldest leave period. **X** Required. 1 Accrued benefits will display if establishment period is "active" (i.e., Establishment Period END LV PRD equals 99/99). Earned and Usage Only benefits display if balance/total is greater than zero.